Fermilab

FermiWorks
Add OHAP and Certifications
### 04.14.2015

This action can be completed by either the Division Administrator or the FFM. Discuss this to determine who will complete this in FermiWorks. Whoever completes this action item is the only one who can review the status in their Archives tab. If you manage this action, be sure to inform your FFM/Division Administrator to complete these actions if you are away from the Lab.
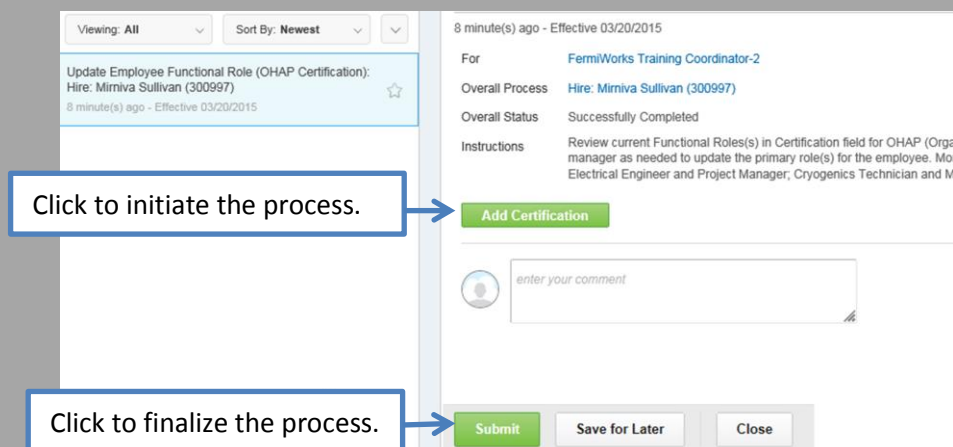
<u>For New Hires</u>

The OHAP step is sent to the
- Division Administrator
- FFM
- HR Partner
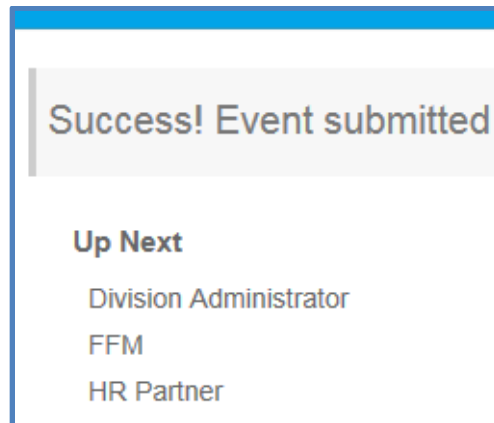
1. Open the Action item in your FermiWorks Inbox.

NOTE: To complete adding OHAP for new hires, after the certification is added, Submit must be clicked or the process is not successfully finished.

Click to initiate the process.

Click to finalize the process.

2. Click **Add Certification**.

3.   Enter the **Worker'**s name.

4.   Click **OK**.

Add OHAP/Certification

1.   Enter United States of America for the **Country**.

2.   Click **Prompt > By Issuer** to display the pick list of Certifications. Select

2.   Select the OHAP at the top of the appropriate OHAP section.

> **NOTE:**   Select the first level/lowest number in the parenthesis unless you have a specific
> need for another code, i.e. *Mechanical Design Engineer (E00080) – OHAP* compared
> to *Mechanical Design Engineer (E00090)*.

3.   Enter the hire date as the **Issued Date**.

4.   Click **Submit**.

5.   Click **Submit** on the next window to complete the OHAP Action.

> **NOTE:**   If a Submit button is not visible, open our Inbox and open the OHAP Action. Then
> click *Submit* to complete the Action.